

Govt. Engineering College Sreekrishnapuram, Palakkad
Format of Submission for Temporary Advance from PTA
(to be used only in emergency situations)

Name and Designation of the Applicant

Amount Requested

Brief Description of the Purpose

Justification/Urgency

Direction of the Principal and remarks (if any)

Advance/Pay from PTA

Signature of the Principal

Section:

Signature

Proposed HoA from which Advance will be
recouped

NB The officer taking advance shall submit the relevant bills and vouchers and balance amount, if any, to the PTA immediately after the purpose has been completed